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## **Organized Collections Options Committee (OCOC)**

### **Minutes of the Fourth Meeting held on March 16, 2015**

The fourth meeting of the Organized Collections Option Committee (OCOC) was held on March 16, 2015 in the Haeg Conference Room at the Bloomington Civic Plaza, 1800 West Old Shakopee Road. Meeting was brought to order at 5:05 PM

#### **Introductions & Welcome:**

Members in attendance were: Mayor Gene Winstead, Councilmember Jack Bologna, Councilmember Dwayne Lowman, and Jim Gates from Bloomington staff. Karl Keel, Bloomington Staff, was not in attendance. Also in attendance were Jamie Verbrugge, City Manager; and Jennefer Klennert and Dan Krivit from Foth.

#### **Welcome:**

Jim Gates, Chair Pro-Tem, welcomed those in the audience as well as the OCOC members.

#### **Review and approval of minutes of third OCOC meeting as held on March 2, 2015:**

The minutes of the third OCOC meeting held on March 2, 2015 were approved by consensus for posting to the City's Organized Collection webpage.

#### **Review of updated OCOC and RFP schedule:**

The updated OCOC and RFP schedule was reviewed. All OCOC meeting times have been updated to a 5PM start time. Feedback was provided by Jim Gates that July 6 may be problematic for the public hearing due to the Independence Day holiday. No changes were made at this time.

#### **Update and summary on any new Hauler proposals:**

No additional Hauler proposals have been provided to the City's Negotiating Team. Any final Hauler proposal under the "Negotiated" track is due by April 6.

#### **Update on cost estimates for billing and customer service options:**

The OCOC will receive information on cost estimates for various billing and customer services options at the April 6 meeting. Additional details are being collected by Foth from other cities on their cost to do billing and customer service for solid waste. City Public works staff has also contacted the Utility Billing department to estimate costs for Bloomington to provide billing and customer services.

#### **Review and discuss organized collection options:**

##### ***Organics Collection***

Hennepin County has proposed two-pilot programs: a collection pilot to be conducted in Bloomington; and a processing pilot at the Brooklyn Park Transfer Station. The proposed Hennepin County processing pilot at the Brooklyn Park Transfer Station may start as early as the Fall of 2015

using supply of *Blue Bag* organics from northern Hennepin County suburbs. The intent is to test the recovery rates and handling of *Blue Bag* organics collected with regular trash. The volume of any *Blue Bag* organics + trash from any Bloomington collection pilot in 2016 could be added onto the other suburbs supply. Therefore, the Hennepin County *Blue Bag* processing pilot at the Brooklyn Park Transfer Station is not dependent on the Bloomington collection pilot.

Hennepin County proposed three methods for the Bloomington collection pilot program:

- Organics alone,
- Organics with yard waste, and
- Organics in *Blue Bag* in a trash cart.

The County estimated that about 6,000 Bloomington households would be served; 2,000 households per pilot method. The OCOC expressed concerns about the first two collection methods require additional trucks to the residential routes. The consensus of the OCOC was that *Blue Bag* with trash method was preferred because it does not result in additional trucks on the residential streets of Bloomington.

Dan Krivit stated that this organics discussion with the OCOC was to help provide direction for drafting the potential request for proposals (RFP) for organized collection services. The OCOC consensus was to develop one collection pilot method, *Blue Bag* with trash, for the RFP. The pilot *Blue Bag* organics + trash materials would be brought to the Brooklyn Park Transfer Station for sorting. The OCOC inquired as to whether all potential RFP-respondent haulers could participate in a *Blue Bag* with trash pilot. The OCOC members suggested that the City should develop the pilot to be as fair and equitable to as many of the haulers as possible.

Costs and funding of the pilot program were discussed in brief, summary form. Hennepin County has offered an additional “organics” grant to help pay for some of the pilot program costs. The consensus from the OCOC is that subscribing residents in the pilot program should not be charged an additional organics collection fee.

Jim Gates stated that an additional meeting will be held with Hennepin County staff next week to discuss next steps.

#### ***Minimum and maximum household counts allowed per Contractor***

Dan Krivit introduced the discussion on what the minimum number of households would be for a proposer to the RFP. Foth stated that one side-loader truck route is approximately 1,000 households served per day for trash. The OCOC reviewed current residential customer counts for the existing haulers based on hauler-reported data provided in 2013 City license applications. While there are ranges, the majority of the haulers had at least 2,500 households. Based on this information, the OCOC consensus was that RFP-respondents should provide service for a minimum of 2,500 households (500 per service day). The OCOC consensus was that RFP-respondents should be allowed to propose to serve the entire City (i.e., up to a maximum of 26,000 households). The RFP-respondents will note in their proposals how many households they are proposing to provide service for.

The OCOC agreed that teams and consortiums will be allowed by the RFP specifications as long as the minimum number of households are achieved in the proposal.

Mayor Winstead discussed the alternative concept of a Request for Qualifications (RFQ). He stated that RFQ evaluation system could include criteria such as technical qualifications and the number of stops proposed. The RFQ would specify the exact services to be provided. The staff team indicated

that City staff plan to meet with the City's legal and procurement staff on this alternative and other RFP issues. Further information will be brought back for discussion at the next OCOC meeting on April 6.

### ***Bulky waste specifications in the RFP***

The OCOC approved by consensus an "Optional" pay-per-item on-call service for bulky items. (Optional services would be ordered "on call" and paid for directly by residents as needed.) The bulky and electronic waste items price schedule would be fixed Citywide. Service would be available year-round on an on-call basis. Proposed price schedules for bulky and electronic waste items will be requested on the "Pricing Worksheet" as one of the RFP forms.

The concept of "vouchers" for bulky and electronic waste collection was discussed. The consensus of the OCOC was to not include this voucher concept in the RFP.

### ***Spring Curbside Cleanup Program***

The existing *Citywide Curbside Cleanup* service contract expires at the end of 2016. The RFP could have a requirement that the contract hauler(s) chosen should provide *Curbside Cleanup* services to their customers in the spring each year, potentially starting in 2017. The OCOC consensus was that the *Curbside Cleanup* program must continue to be uniform and Citywide. The basic *Curbside Cleanup* service will be specified in the RFP along with a form for the respondents' proposed price per household per year. Alternative *Curbside Cleanup* collection schedules may be proposed, but the program must be uniform Citywide.

### **Update on proposed outline of *OCOC Interim Report* and Open House:**

A proposed outline of the *OCOC Interim Report* was discussed. The date and time of the Open House was confirmed: Thursday, April 9 from 4 p.m. to 7 p.m. The Open House is proposed as an additional, key opportunity for public input. The OCOC Interim Report will also include a summary of community input as a result of the Open House. [Note: The date of the Open House has since been changed to Thursday, April 23 from 4 p.m. to 7 p.m.]

### **Term of agreement and service quality controls:**

The OCOC discussed the term of the agreement. The OCOC expressed concerns if a longer (5 to 7 year term) contract was negotiated. With a longer contract term, the City would have more limited leverage if there are service quality issues with the contract hauler(s). Foth discussed the proposed RFP specifications to address service standards including service communication protocols and liquidated damages. Also discussed were the City's rights to initiate termination of an agreement for breach of contract if there are chronic service quality issues. The consensus of the OCOC was to recommend a three (3) year agreement with a three (3) year renewal if service quality standards were met during the initial three (3) year period.

### **Partial draft Request for Proposal (RFP):**

A partial draft RFP was provided to OCOC members. Comments are welcome through City staff.

### **Review and discuss recent public comments:**

Public comments including e-mails, phone calls, and letters received by City staff was added to the public record of the OCOC. City Council members of the OCOC summarized the most recent round of public comments received.

### **Adjourn**

The meeting was adjourned at 6:45 by consensus of the OCOC.